

Request to Advertise Instructions

MDOT form 0365 "Request to Advertise" should be prepared by the publicly employed supervisor or other responsible local official.

Purpose of Form

- to confirm the conditions under which the project will be advertised and to assemble the required documentation relative to ROW certification;
- engineering/project supervision; and plans specification and estimate into a single file for review approval and documentation

Local Information

The publicly employed project supervisor (or publicly employed project engineer) must request authority to advertise the project for letting by completing the Request to Advertise form.

The basis for advertising will be the previously approved Local Contracting Certification form including any necessary modifications to meet federal requirements and the contract documents certified by the project engineer on the Proposal Certification form.

The right of way must be certified on Attachment B and the appropriate engineering statements must be attached (copies of these documents were provided in the package for requesting federal programming).

Submit the request to advertise at least 2 weeks before the proposed advertising date

Both the Proposal Certification and the Request to Advertise (blue forms) should be sent to the Local Agency Programs' Unit Enhancement staff engineer at Local Agency Programs, Design Support Area, P.O. Box 30050, Lansing, Michigan 48909.

Significant changes in the proposal must be approved by MDOT before addenda are issued. Significant is defined as changes in either quantities or work that would affect the engineer's estimate for the project, changes in starting or completion dates, or any other change connected with the permit, approval or mitigation measures associated with the project.

Advertising Package

Attach the following:

Proposal Certification and Request to Advertise forms
Right of Way Certification - Attachment B
Project engineer and Project Supervisor Statements
Signed and Sealed Plans and Proposal for Bids
Cost Estimate with Non participating work separate

DO NOT ADVERTISE THE PROJECT UNTIL RECEIVING A NOTIFICATION TO PROCEED

Notification to Proceed with Advertising

MDOT will formally advise the local agency in writing if the package is satisfactory for advertising. If approval to advertise cannot be granted by the date requested, MDOT will notify the local agency and a mutually agreeable advertisement date will be determined. The resubmittal of a formal request will not be required to change the advertising and opening dates unless there is a change in other factors on the request.

USE OF CURRENT MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION

Many federal regulations, with respect to construction contracting, will be met by incorporating the general requirements contained in Division 1 of the MDOT Standard Specifications for Construction supplemental specifications, special provisions and notice to bidders (boilerplate) which can be added to the proposal. Adapting the Standard Specifications for local contracting is possible since the term "Department" includes local agencies and "Engineer" means the local project engineer. The use of NSPE, ACEC, ASCE, CSI or other canned "General Conditions" will not be permitted.

To assist the designer, MDOT will provide samples of contract provisions that are frequently used to modify or supplement information in the Standard Specifications for Construction. Some of these will only require adding missing data while others will require a unique write up to fit the project.

For locally contracted work, the designer is at liberty to modify most sections of the Standard Specifications for Construction to fit project needs. This can be done by using MDOT supplemental specifications or writing special provisions detailing the changes from the Standard Specifications. Special provisions should contain information on methods of measurement and payment.

ADVERTISING INFORMATION

The advertisement for bids must be for a period of at least 3 weeks and must contain:

- 1) Brief description of project
- 2) Date, time and location of bid opening
- 3) Bid deposit amount required
- 4) The contractor prequalification classification (along with subcontracting requirements when applicable)
- 5) Reference to the current MDOT Standard Specifications
- 6) Requirement for Davis Bacon Wage rates
- 7) Affirmative Action/Non Discrimination Statement
- 8) Project start and completion date

Refer to the attached sample advertisement with each of the 8 items identified.

Projects should be advertised a minimum of three places.

MDOT advertises projects in both Michigan Contractor & Builder and Michigan Roads & Construction. Enhancement projects must be advertised in at least one of these publications to ensure statewide notification. Following are the addresses of these magazines:

Michigan Contractor & Builder
40000 Grand River Avenue, Ste. 404
Novi, Michigan 48375-2147
(248) 471-5811
(800) 292-2816
Fax (248) 471-6103

Michigan Roads & Construction
2929 Covington Court
Lansing, Michigan 48912
(517) 484-7600

In addition to one of the above, the local agency is expected to advertise in the publications that it used for local projects. Special notification to contractors is permitted and encouraged.

The local agency may charge a fee for plan to cover the cost of printing.

**ADVERTISEMENT FOR BIDS
CITY OF ANYWHERE
MICHIGAN AVENUE (US 12)
MEDIAN ENHANCEMENTS**

2) Sealed proposals for furnishing and installing materials for the City of Anywhere will be received on Tuesday, April 15, 2003 at 3:00 PM in the office of the City Manager, City of Anywhere, Michigan. No faxed or unsealed bids will be accepted. Bids will be opened and read aloud.

1) Work consists of median enhancements including pavement demolition, vegetation and site appurtenance removal, topsoil removal, concrete side walk and pavement, traffic control, site lighting, site signage, landscaping, irrigation, and mowing and cultivating for two seasons in the median of Michigan Ave (US 12) from 300 ft west of Hamlin Rd to 2675 ft east of Hamlin Rd.

Copies of the contract documents may be obtained beginning Tuesday, March 25, 2003 at 3:00 PM from the office of the Landscape Architect/Engineer, Name of location, address of location, Michigan 48909. A check made payable to "name of county/ firm" in the amount of \$\$\$\$ is required as a plan fee for each set of plans distributed. No plan fees will be refunded.

8) Anticipated Construction Start Date
 May 15, 2003
 Substantial Completion Date
 August 25, 2003

7) Each bidder shall file a statement signed by or on behalf of the person, firm, association or corporation submitting the bid certifying that such person, firm, association or corporation has not either directly or indirectly entered into any agreement participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the submitted bid.

3) A certified check or bid bond in the amount of five (5%) percent of the base bid must accompany each bid.

The Owner reserves the right to accept any proposal, reject any proposal, and waive irregularities in accordance with MDOT 2003 Specifications as amended by supplemental specifications and special provisions as contained herein.

A pre-construction meeting between the Contractor and the City of Anywhere must be completed prior to the start of project construction to ensure that the Contractor meets all federal regulations.

5) Construction shall be in accordance with MDOT 2003 Specifications, supplemental specifications and special provisions contained herein.

6) Funds from the Federal Highway Transportation program will partially fund this project. As a result, contractors and subcontractors are required to comply with Federal Labor Standard Provisions Equal Opportunity Requirements and Davis Bacon Wage Requirements.

4) The prime contractor shall meet the requirements of MDOT prequalification 560H. A letter from MDOT must accompany each bid confirming that the Bidder is prequalified by MDOT as of the bid opening date. Work by subcontractors shall not exceed 60% of the total contract. In addition, this project includes subclassifications of Cb and K. If the prime contractor is not prequalified in those subclassifications it must use prequalified subcontractors. Those subcontractors must be designed prior to award of the contract to the confirmed low bidder.

Work shall be completed within stated project schedule.

Proposals submitted by Contractors who have been debarred, suspended or made ineligible by any Federal Agency will be rejected.

5/18/2005